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Support for AppleWorks & ///EZ Pieces Users

Printing Three-line Headers

Dear Cathleen,

I would like to have a three line name and address print automatically in the upper left hand corner of each page of a lengthy paper. The AppleWorks header option allows only a single line which is, of course, not enough. Is there any way to get a three line header?

Louis Harper
Bayside, Wisconsin

[Ed: There is no way to get 3-line headers automatically in AppleWorks. However, here is a "work around" for the one-line header limitation:

1. Enter your three-line header at the beginning of your document.
2. Use the Move command (Apple-M) to move your header onto the clipboard.
3. Do an Apple-K to calculate the page breaks.
4. Use the Find command (Apple-F) followed by a "P" (Page) to find the end of page 1.
5. Use the Copy command (Apple-C) to copy your header from the clipboard.
6. Repeat steps 3-5 as necessary.

You can write a Key Player, AutoWorks, or Super MacroWorks macro to automate most of this process.

One more thought: Save your document before you add the headers, use the Apple-N command to change the name of the document, and save it again after the headers are added. Then, if you need to make editorial changes, you can go back to the original without going through and removing the headers. You also have a final copy with the headers on your disk if you need extra copies without editorial changes.]

Rounding Calculated Fields in a Data Base Report

Dear Cathy,

I have version 2.0 of AppleWorks. I am producing a report with a calculated field based on the multiplication of two other fields. I want the calculated field to contain a value rounded to two decimal places. And I want to add the rounded totals so I get a sum at the bottom of the column. The problem is that while AppleWorks prints the rounded version of each calculation, it still "thinks" of the unrounded version when it totals the column. Therefore, when I try to add the columns, AppleWorks comes up with an answer that is slightly off from the correct total.

Is there any way to get the AppleWorks data base module to "think" of the rounded version of a number when doing further calculations with that same number? I saw a way to accomplish this in the spreadsheet module by using the @ROUND function, but is there a way to do this in the data base?

James Wiedman
Elmwood Park, Illinois

AppleWorks Forum

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The **National AppleWorks Users Group (NAUG)** is an association that supports AppleWorks users. The group provides assistance to members and information about the AppleWorks program and applications of the program. Our primary means of communication with members is through the monthly newsletter entitled the **AppleWorks Forum**.

Letters...

[Ed: Unfortunately, Jim is correct. The AppleWorks data base offers neither the @ROUND nor the @INT functions, both of which could give him the results he wants. However, one can move the data into the spreadsheet module and use those functions there. Here's how:

1. Print your data base file as a DIF file.
2. Read it into an AppleWorks spreadsheet.
3. Use the @ROUND function and the calculation capability of the spreadsheet to produce the third column for your data base.
4. Print your report from the spreadsheet.

You can use Key Player, Super MacroWorks, or AutoWorks to write a macro to perform this operation. However, this isn't an elegant solution. Is there a better answer to Jim's question?]

Auto-Boot Disks and AutoWorks

Dear Ms. Merritt,

This question concerns auto-boot disks for RamWorks cards described in Hal Heidtman's *AppleWorks Forum* article entitled "Creating Auto-boot Disks for RamWorks Cards" (March, 1987, pg. 4). If I want to use AutoWorks with the Turnkey option to automatically load the standard AutoWorks macros, do I just add the TURNKEY file to the Autocopy program the same way as the article shows adding the Pinpoint programs?

Edward R. Svrsek
Lethbridge, Alberta
Canada

[Ed: Hal Heidtman replies: No, you do not need to change the Autocopy program described in my article. But you must make other changes if you want to load AutoWorks macros onto your RAM disk.

First, some words about AutoWorks for members not familiar with the mechanics of the program: The AutoWorks program disk includes a series of "standard" macros in an AppleWorks

word processor file called MACROS. In addition, AutoWorks automatically looks for a word processor file called TURNKEY and loads in those macros when you start AppleWorks. With that background, here is a brief response to Edward's letter. (I will prepare a more comprehensive article on using AutoWorks with RAM disks for a future issue of the *AppleWorks Forum*).

After you enhance your AppleWorks disk with AutoWorks, rename the file called MACROS to the name is TURNKEY and copy that file onto your AppleWorks Startup Disk. When you copy AppleWorks and all the files on the AppleWorks disk into your RAM disk, the TURNKEY file will be loaded onto the RAM disk. When you start your AutoWorks-enhanced version of AppleWorks from your RAM disk, it will find the TURNKEY file on the RAM disk and load those macros.

One point you must consider: What happens to new macros you write when you use your AutoWorks-enhanced AppleWorks from a RAM disk? Like everything else saved in RAM, those macros are lost when you turn off your Apple. If you want to save those macros, you must copy the appropriate files onto floppy disks before turning off your computer. This is also true if you made any changes to the spelling dictionary on your RAM disk; all additions to the dictionary on your RAM disk will be lost when you turn off your Apple. To save those changes, use a file copy program to write the revised spelling dictionary onto a floppy disk before turning off the power. I'll describe this process in my forthcoming article. (Ed: We plan to publish Hal's article in the July issue of the *AppleWorks Forum*.)]

Back Issues Available

Back issues of the *AppleWorks Forum* are available for \$3.00 per issue, including postage. A table of contents for all previous issues appeared in the April 1987 issue and will appear again as an insert in the July 1987 issue. Please send your check and request to **NAUG** at the address on the back cover.

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Codes for 65 Different Printers

by James Smith

AppleWorks can work with many printers. This article presents the codes needed to drive more than 60 of those printers.

If there is any general statement one can make about Apple users, it's that we're an independent bunch. For example, we know that Apple makes a fine dot matrix printer in the ImageWriter II, but we insist on hooking up our Apple II's to all sorts of other printers such as those manufactured by Epson, C. Itoh, Radio Shack, and IBM.

One of AppleWorks' strengths is the ease with which it accommodates these different devices. Once you know how to configure AppleWorks to accept a custom printer, you can get just about any printer to work with the program. [Ed: See the *Printer Primer* article in the August 1986 issue of the *AppleWorks Forum* for step-by-step directions on how to configure AppleWorks for a custom printer.]

While the mechanics of telling AppleWorks the different printer codes is fairly simple, getting the codes is another story. Some printer manufacturers seem to try to hide the codes or make them obscure. So NAUG is starting to collect, standardize, and disseminate those codes.

The following chart contains the results of our first efforts. The codes included in the chart are the result of my examination of numerous printer manuals, visits to computer stores, and telephone discussions with fellow NAUG members who own these printers. However, I have little confidence in the data presented in the chart. First of all, much of the chart is blank. Blank areas represent codes we could not abstract from our sources.

Second, many of these codes are probably NOT correct. I have not tested most of these codes.

Now we need your help.

How You Can Help

The third column in the chart is marked "Verified". An entry of "yes" in that column indicates that we have tried the various codes for that printer and are confident in their accuracy. An entry of "no" in that column indicates that we are either missing codes for that printer or have not verified the codes in the chart.

If you own one of the printers with a "yes" in the "Verified" column, check our table. If you find any errors, please return the postage paid card enclosed in this issue and tell us how to correct our mistake. If you find no errors, hold onto your card...it costs us 50 cents for each card returned to us.

If you own a printer with a "no" in the "Verified" column, please check the information in the chart and tell us whether or not the data that appears in the chart is correct.

If your printer is not on this list, please send us information about the printer, including all the control codes you can glean from the printer manual. If you are not comfortable with all the codes, please send us a copy of the printer control codes from your manual. We will add your printer to the next version of the chart.

This is a cooperative effort. We plan to offer all NAUG members a poster size copy of the completed chart at no cost when you renew your NAUG membership.

[James Smith is Technical and Support Services Coordinator for the National AppleWorks Users Group. He is a graduate of the Educational Technology program at Eastern Michigan University.]

(continued on the next page)

Preliminary Edition

[illegible]

PRINTER	MODELS	VERIFIED	PLATEN		CHARACTERS PER INCH												LINES PER INCH	
			WIDTH		4	5	6	7	8	9	10 (PICA)	12 (ELITE)	13	14	15	17	6	8
APPLE BROTHER C. ITOH	Imagewriter I and II	YES	8															
	HR-15, HR-25, HR-35 1550, 7500, 8510, 8510A, 8510B and Prowriter	NO		#	#	#	#	#		ESC n	ESC N	ESC E	ESC e0	#		ESC A	ESC B	
CANNON CITIZEN COMREX	1570F, A10-20, F10-40 Typewriter	NO		#	#	#	#	#		ESC N	ESC N	ESC E			ESC A	ESC B		
	120D CR-II	NO		#	#	#	#	#		ESC H ESC P	ESC I ESC M							
DIABLO	620, 630API, 36API, 610 P11, P31, P32	NO		#	#	#	#	#					#	#		ESC 0		
EPSON	MX/FX (most models) RX	YES	8							ESC P	ESC M				ESC 2	ESC 0		
H. P.	most models	NO	8/13.5*							ESC P	ESC M				ESC 2	ESC 0		
IBM	Dot Matrix	NO																
JUKI	6100	NO																
MANN-TALLY	Spirit 80 1801, 180L	NO																
NEC	2000, 3510, 3520, 3530 3515, 3525 8850, 3550	NO																
OKIDATA	ML92, ML93, ML84, Step 2, 182, 183 Pacemaker 2350 & 2410	NO								CTRL-^	CTRL-1				ESC 6	ESC 8		
OLYMPIA	ESW-3000	NO																
PANASONIC	KX-P1090, P1091, P1092	NO								ESC P	ESC M				ESC 2	ESC 0		
QUME	Sprint 5 Sprint 11	NO	13.2*	#	#	#	#	#	#				#	#				
RADIO SHACK	DWP-510, DW-II	NO	13.2*	#	#	#	#	#	#	ESC CTRL-N ESC CTRL-U	ESC CTRL-O ESC CTRL-U		#	#				
RICOH	1300	YES	13.5*	#	#	#	#	#	#	ESC CTRL-N ESC CTRL-U	ESC CTRL-O ESC CTRL-U		#	#				
SILVER REED	EXP550	NO	13.5*	#	#	#	#	#	#	ESC CTRL- ESC B CTRL-B ESC W CTRL-@	ESC CTRL- ESC B CTRL-B ESC W CTRL-@		#	#	ESC CTRL-^ CTRL-1	ESC CTRL-^ CTRL-G ESC 0		
STAR	Delta, Radix, Gemini	NO													ESC 2			

*For most AppleWorks applications, the wide carriage printers work better with the platen width set at 8.5 inches.
Size or spacing not available on this printer. to: Imacewriter 13.4. cpi

If so, please mail in the pre-paid card enclosed in this issue.

How To Improve Your Templates: Part 2

by Warren Williams

This is the second article in a two part series on how to design your spreadsheets to serve as templates for other users. Last month Dr. Williams described how to format and document a spreadsheet to make it easier to understand and use. This month he describes how to use the protection feature and the @IF function to improve your templates.

Have you ever entered a label or data into a cell where you shouldn't be typing? If that cell contained a complex formula and if you pressed the RETURN key or an arrow key before you caught your error, you had to reconstruct the original entry in that cell. If you developed the spreadsheet and understand its operation, that is relatively easy. But if someone else developed the spreadsheet, and particularly if it was a complex spreadsheet, it could be difficult to recover from your error.

Use the Protection Feature

Fortunately, the AppleWorks spreadsheet module has the ability to "protect" entries. A protected entry cannot be changed inadvertently; users must go through a series of intentional steps to let them put an entry into a cell. You can protect users from their typing errors if you use the protection feature in templates prepared for distribution.

Two AppleWorks commands, Apple-L and Apple-V, control the protection option.

Setting Levels of Protection with Apple-L

The Apple-L command sets the level of protection for any cell, row, column, or "block" (a "block" is any size rectangle of cells). To protect one or more cells, place the cursor in the cell, row, column, or upper left-hand corner of the "block" you want to protect, invoke the Apple-L command and select the cells you want to protect. Then select "Protection" from the

"Layout" menu. Finally, indicate whether you want to permit entries of labels or values, prohibit all entries, or turn off protection and allow anything to be entered into the cell.

A workable strategy is to complete your spreadsheet and protect the entire model from any entry. Then move through the spreadsheet and reduce the level of protection of individual cells that users must be allowed to change.

You might think that the best way to do this would be to protect all rows or columns in the spreadsheet. Unfortunately, if you specify protection of "rows" or "columns", AppleWorks only protects cells that are in use. Empty cells are unchanged. However, if you specify protection of a "block", AppleWorks protects all cells in that block...including empty cells.

Here is how to protect your entire worksheet:

1. Put the cursor in the upper left hand corner of your spreadsheet (usually cell A1).
2. Issue an Apple-L command.
3. Press the letter "B" to select "Block".
4. Hold down the Apple key and press the right arrow key until you are anywhere past the right-hand edge of your template.
5. Enter an Apple-9 to jump to the bottom of your spreadsheet.
6. Press the RETURN key.

Spreadsheet Tips...

7. Press the letter "P" to indicate you want to select "Protection".
8. Press the letter "N" to indicate you want "Nothing" to be changed in the protected cells.

Now you can move to the data entry cells in your spreadsheet and set lower levels of protection for those cells.

Formatting Empty Cells

The technique of defining a "block" also works when you want to set the format for empty cells. For example, imagine that you want to change the format for a single column of empty cells in your spreadsheet so all numbers entered into that column will be represented in dollar format. If you indicate you want to change the layout of a "column", all empty cells are ignored and entries into those cells will appear in the default format. However, if you define that column as a "block", entries into empty cells will be correctly formatted when you type in your data. So, to set a default format for empty cells, indicate you want to change the layout of a "block". Then define that "block" to include all cells you want to format. Now all entries into those cells will be formatted correctly.

Giving Yourself Access With Apple-V

While the Apple-L command sets the level of protection of individual cells or groups of cells, the Apple-V command gives you the power to turn the complete protection feature on or off. With the protection feature turned "on" (that's the AppleWorks default), AppleWorks enforces the restrictions you define with the Apple-L command. If you use the Apple-V command to turn the protection feature "off", AppleWorks lets you make any entry in any cell no matter what the level of protection.

But why would you go through the bother of setting protection levels throughout your spreadsheet and then want to turn protection off?

Protection can be a bother when you develop or revise a spreadsheet model. For example, imag-

ine yourself updating a tax template so it can be used in another year. Every time you want to change a label or formula in a cell, you would have to invoke the Apple-L command, set the level of protection so you could change the entry in that cell, make your revisions, and then re-set the level of protection.

It's much easier to turn the protection system off using the Apple-V command, make your changes anywhere in the spreadsheet model, and turn protection back on with another Apple-V. So the Apple-V "switch" to turn off protection is helpful as you develop and modify your spreadsheet models.

Clearly, AppleWorks' ability to protect cell entries is a useful and important feature of its spreadsheet module. Explore its uses and you will make your spreadsheets more error-free.

Using the @IF Function

Spreadsheet templates include both labels and formulas. They are set up to await entry of variables by the user. But many formulas and mathematical functions generate error messages before data are entered into the model. This can make relatively simple models look unnecessarily complex and unfriendly.

Consider the gradebook model shown in Figure 1. The formula in cell C14 reads @AVG(C6...C13). [Ed: See the Spreadsheet Tips article in the January 1987 issue of the *AppleWorks Forum* for an explanation of why this formula extends beyond the range of actual data entries in the spreadsheet.] The @AVG function divides the sum of the values in cells C6 through C13 by the number of values in that range of cells. There are no values entered into any cell between cells C6 and C13, but AppleWorks tries to divide the sum of the entries (zero) by the number of entries (also zero) and generates a "divide by zero" error message. You can avoid that error message by using the @IF function.

Here's a brief review of the @IF function:

(continued on the next page)

Spreadsheet Tips...

@IF statements contain three components:

- (1) a "test",
- (2) what to do if the test is true, and
- (3) what to do if the test is false.

The syntax of @IF statements is:

@IF(test,if true,if false).

For example, if the formula @IF(E10<1,1,0) appears in cell E20, a 1 will appear in E20 if E10 contains a value less than 1 and a zero will appear in E20 if cell E10 contains a value greater than or equal to 1.

What would happen in our gradebook example if we replace the formula in cell C14 with the following:

@IF(@COUNT(C6...C13)=0,0,@AVG(C6...C13))?
In this example, if there are no numeric entries in cells C6...C13, the @IF test is true and a zero is printed. If there are numeric entries, the test is false and the average is printed.

Figure 2 shows what our gradebook model would look like if we enhance the @AVG formulas with the @IF function. The technique is to use the @IF function to test for numeric entries in a range of cells. Instead of using a formula that generates an error message when all contributing cells are empty, embed that formula in a larger statement. The larger statement looks first to see if any cells contain numerical values. If the cells are empty or contain only labels, the @IF statement prints a zero instead of an ERROR message. If the cells contain numeric values, the @IF statement prints the results of the appropriate calculations.

While using the @IF function increases the memory demands of your spreadsheet and slows up its operation, it should make your templates more attractive and understandable to others who did not participate in their development.

As the NAUG librarians can attest, it is difficult to prepare a spreadsheet that can be easily understood by others. Even when

you print a complete spreadsheet and study its organization, it is difficult to get an understanding of its purpose, scope, and operation. Perhaps incorporating some of these techniques will make your products easier to understand and use.

[Dr. Warren Williams teaches courses in the Educational Technology program at Eastern Michigan University. He is a technical advisor to NAUG, a frequent contributor to the AppleWorks Forum, and conducts AppleWorks seminars throughout the country.]

Figure 1

The appearance of so many ERROR messages can be disconcerting to a new user. Here they are caused when the computer attempts to average rows 7-12 before any data is entered. That results in a "divide by zero" error.

	A	B	C	D	E	F
1	Teacher:					
2	Class hour:					
3	Class name:					
4						
5	Student	Name	Test 1	Test 2	Homework	Average
6						
7						ERROR
8						ERROR
9						ERROR
10						ERROR
11						ERROR
12						ERROR
13						
14	Average =		ERROR	ERROR	ERROR	ERROR
15						

Figure 2

The error messages are changed to 0's by replacing the original formula with @IF(@COUNT(C6...C13)=0,0,@AVG(C6...C13)).

	A	B	C	D	E	F
1	Teacher:					
2	Class hour:					
3	Class name:					
4						
5	Student	Name	Test 1	Test 2	Homework	Average
6						
7						0
8						0
9						0
10						0
11						0
12						0
13						
14	Average =		0	0	0	0
15						

Printing AppleWorks Documents In Color

by Cathleen Merritt

Did you know you can print AppleWorks documents in color if you have a color-capable printer (such as the ImageWriter II)? You'll have to sacrifice some features such as superscripts and subscripts, but that's a small price to pay for colorful AppleWorks output.

Here's how:

First, install a color ribbon in your printer. Then, define your printer as a custom printer in AppleWorks. In the areas for Superscript Begin, Subscript Begin, and Boldface Begin, put the control codes necessary to change to the different colors. Those codes are in your printer manual.

Do not enter codes into the Superscript End, Subscript End, or Boldface End areas. AppleWorks automatically sends these codes to the printer at the end of each paragraph. That would end your color printing.

ImageWriter II Codes

If you have an ImageWriter II, the codes are as follows:

Black —	ESCAPE K 0
Yellow —	ESCAPE K 1
Red —	ESCAPE K 2
Blue —	ESCAPE K 3
Orange —	ESCAPE K 4
Green —	ESCAPE K 5
Purple —	ESCAPE K 6

For example, imagine that you want to print a document in black, red, and blue on an ImageWriter II. Install your ImageWriter as a custom printer with the code ESCAPE K 2 (red) in the Superscript Begin area, the code ESCAPE K 3 (blue) in the Subscript Begin area, and the code ESCAPE K 0 (black) in the Boldface Begin

area. (See the Printer Primer articles in the August and October 1986 issues of the *AppleWorks Forum* if you need help installing a custom printer.)

When you type your document, enter a Superscript Begin command when you want to switch into red print. Everything you type after the superscript begin command will be printed in red. then enter a Boldface Begin command to stop printing in red and return to black. Enter a Subscript Begin command when you want to change to blue print, and another Boldface Begin command to return to black print. If you have a color ribbon in your printer, you should get a colorful document.

Seminar Schedule

NAUG sponsors half-day AppleWorks seminars in various locations throughout the country. These seminars, entitled "AppleWorks: Beyond the Basics," are intended for AppleWorks users who want to solve AppleWorks problems and learn new techniques to help them use the flexibility inherent in the program.

The presenter, Dr. Warren Williams, is a technical advisor to **NAUG** and a frequent contributor to the *AppleWorks Forum*. He has written more than thirty articles about AppleWorks and has conducted AppleWorks seminars throughout the country.

Future Seminars:

June 24	— Philadelphia, PA (at the NECC Conference)
June 27	— Lanham, MD (Washington, DC/ Baltimore)
July 11	— Batavia, NY (Buffalo/ Rochester)
July 25	— Cleveland, Akron / Canton, OH
August 1	— Boston, MA
August 8	— New Rochelle, NY
August 15	— Plainview, Long Island, NY
August 22	— Clark, NJ (Newark/ Elizabeth)
August 29	— Tysons Corner, VA (Washington, DC)

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Three Ways to Enter Repeated Data into Many Records

by Warren Williams

There are times when you have to add the same data to many records in your data base. For example, imagine that you maintain a membership list for an organization and everyone lives in the same city or state. Or imagine that you use the AppleWorks data base to keep track of your parts inventory and you have a number of products from the same vendor. In the first case, the city and state data are repeated in each record. In the second example, the vendor information is identical in many records.

There are at least three ways to enter these repeated data:

1. Using the Apple-V command to set default entries,
2. Using the Apple-ditto command to copy data, or
3. Using the Apple-C command to copy a complete record.

I will describe the operation and application of each of these alternatives.

Using Apple-V

The Apple-V command lets you declare a "standard value" for one or more categories. Use Apple-V to set a default entry for a category. That default entry automatically appears on each screen when you insert new records into the data file. For example, you can define "Brooklyn" as the default entry for a category called "City". Whenever you insert records into your data file, "Brooklyn" will appear next to the "City" category. If you don't change the default entry, "Brooklyn" will become part of the record.

Setting default values is useful because you can over-type those defaults for the few records that don't correspond to the default values.

Unfortunately, Apple-V only works when you insert new records into a data base file. The default values are entered when you create a new record; they are not automatically entered into existing records. So there are many instances where the Apple-V command is NOT useful. For example, the Apple-V command cannot be used if you want to replace old 5-digit zip codes with newer 9-digit codes.

However, AppleWorks' flexibility offers you a different solution: the Apple-ditto command.

Using Apple-Ditto

The Apple-ditto command works in multiple record layout to copy the data from a single record into one or more additional records. You invoke the Apple-ditto command by holding down an Apple key and pressing the "apostrophe-quotation mark" key.

Here's how to use the Apple-ditto command to replace the old zip codes with the new codes:

1. Use the Apple-Z command to display the records in multiple record layout. (Do all your work in multiple record layout; Apple-ditto only works when multiple records are displayed on the screen.)
2. Use the Apple-L command to move the zip codes onto the multiple record layout screen.
3. Use Apple-R to select everyone with a certain zip code.
4. Use the inserting cursor to append the 4-digit

(continued on the next page)

Data Base Tips...

suffix to the 5-digit code in the first record on the screen and press RETURN. The first record on the screen now has the correct 9-digit code; the remaining records have the 5-digit code.

5. With the cursor on the zip code field for the second record, hold down either Apple key and press the "apostrophe-quotation mark" key (do not hold down the Shift key). Apple-

Works will copy the new zip code from the previous record into the next record. If you hold down the Apple-ditto key combination, the cursor will scroll down the screen and copy the new zip code into every record you selected.

6. Use Apple-R to select everyone with the next zip code.
7. Repeat steps 4-6 as necessary.

The Apple-ditto key combination is a fast way to enter lots of repeated data into an existing file.

You can also use Apple-ditto to reduce keystrokes. For example, you can enter everyone without their city, type in the city once and use Apple-ditto to copy that city into everyone's record.

Using the Copy-Command

While Apple-V is convenient if you want to set a default entry for new records, and Apple-ditto lets you duplicate the entry from one record into a group of records, there are times you'll want to use the AppleWorks Copy command (Apple-C) for repeated entries.

For example, let's say you maintain an inventory of hand tools in an AppleWorks data base. Imagine that you just received a shipment that includes six wrenches. Your data base has nine categories; date received, catalog number of the item, description of the item, size of the item (e.g., a place to state the size of a wrench), cost per item, your firm's identification number engraved on

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Data base Tips...

the tool, guarantee information, disposition of the item, and vendor's name. You enter one record per tool received, not one record per collection of tools. In that way, you can track the final disposition of each item.

Your order includes six, 1/2 inch crescent wrenches. The data base records for all six wrenches will be identical except for the firm's identification number and the disposition of the item.

The easiest way to enter these six records is to write a single record and then, with the multiple record layout on the screen, use the Copy command to make five additional copies. Finally, with the multiple record layout still on the screen, put the cursor in the "identification number" category and enter the correct number for each wrench. If the "identification number" category does not appear on the screen, use the Apple-L command to change the screen display.

To use the Copy command, you:

1. enter a single record,
2. make copies of that record, and
3. enter the unique data in each of the records.

Summary

The availability of three different commands to enter repeated data into an AppleWorks data base gives you a lot of flexibility. Figure 1 depicts rules that help you decide between the three commands.

While you can get along without any of these commands, knowing how to use Apple-V, Apple-ditto, and Apple-C can ease the job of entering and maintaining repeated data.

ProDOS Update

Bugs in ProDOS 8 version 1.3

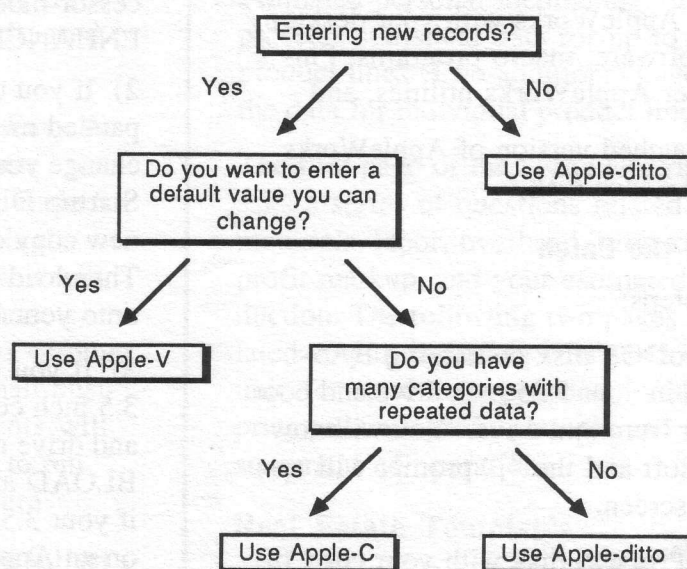
Apple Computer reports that there are bugs in ProDOS 8, version 1.3. If you have copied that version of ProDOS onto your AppleWorks Start-up Disk, replace it immediately with ProDOS 8, version 1.2. The bugs in ProDOS 8, version 1.3 can cause problems accessing your data disks and can cause loss of data stored on the disks.

While you can use the version of ProDOS that appears on your original AppleWorks disks, NAUG recommends that you replace that version with ProDOS 8, version 1.2 as modified by Alan Bird (on recent copies of AutoWorks) or the version modified by Randy Brandt (on recent copies of Super MacroWorks). However, avoid the modified versions of ProDOS 8, version 1.3.

For more information about updating to ProDOS 8, see the article entitled "ProDOS 8" on page 17 of the April 1987 issue of the *AppleWorks Forum*.

Figure 1

The following diagram will help you choose between the three ways of entering repeated data in AppleWorks.



3.5 Inch Disks

Patching AppleWorks For Faster Startup

by Cathleen Merritt

If you run AppleWorks on a "standard" Apple system equipped with 5.25 inch disk drives, AppleWorks prompts you to replace the Startup Disk with the Program Disk. However, the added storage capacity of a 3.5 inch disk, RAM disk, or hard disk, makes a disk change unnecessary. Here's an AppleWorks patch from The Software Touch (developers of AutoWorks) that lets you eliminate that prompt.

There are many ways to install the patch depending on your hardware configuration. I will describe the installation for owners of one 5.25 inch and one 3.5 inch disk drive.

Prepare a ProDOS formatted disk that contains only two files... ProDOS and BASIC.SYSTEM. (You can copy BASIC.SYSTEM from your memory expansion software.)

Follow this sequence:

1. Install this patch on an unmodified 5.25 inch AppleWorks Startup Disk,
2. Reconfigure AppleWorks with your desktop expansion software, macro programs, Pinpoint, or other AppleWorks utilities, and
3. Copy your patched version of AppleWorks onto a new 3.5 inch disk.

How to Install the Patch

Follow these steps:

1. Insert the ProDOS disk containing BASIC.SYSTEM in your 5.25 inch drive and boot the computer from that drive. You will now be in Applesoft and the "]" prompt will appear on the screen.
2. Replace the ProDOS disk with your copy of the AppleWorks Startup Disk.
3. Type the following:

```
BLOAD APLWORKS.SYSTEM,TSYS,AS$2000
and press RETURN.
```

4. What you type next depends on whether you have version 1.3 or version 2.0 of AppleWorks.

If you have version 1.3, type the following:
POKE 13193,44 and press RETURN.

If you want your clock card to automatically enter the date, type the following:

```
POKE 13855,208
```

```
POKE 13856,19
```

If you have version 2.0 of AppleWorks, type:
POKE 14468,44 and press RETURN.

If you want your clock card to automatically enter the date, type the following:

```
POKE 14148,208
```

```
POKE 14149,19
```

5. Save your changes by typing the following:
BSAVE APLWORKS.SYSTEM,TSYS,AS\$2000
and press RETURN.

Notes:

1) Mark Conley reports that this patch causes a "bug" in Pinpoint-enhanced versions of AppleWorks. If you make this patch on a Pinpoint-enhanced disk, AppleWorks locks up after you print a one-page document from the word processor module. **DON'T PATCH PINPOINT-ENHANCED APPLEWORKS!**

2) If you use 5.25 inch floppy disks and an expanded memory card configured as a RAM disk, change your original copy of the AppleWorks Startup Disk as described above, and save your new copy of AppleWorks on a 5.25 inch disk. Then load the modified version of AppleWorks onto your RAM disk.

3) If you want to make changes directly onto a 3.5 inch copy of AppleWorks, append the slot and drive number of your 3.5 inch disk to the BLOAD and BSAVE commands. For example, if your 3.5 inch disk is in slot 5, drive 1 (as it is on an Apple //c), append ",S5,D1" to the end of the BLOAD and BSAVE statements as follows:
BLOAD APLWORKS.SYSTEM,TSYS,AS\$2000,S5,D1

Recent Additions to our Library

by John Denzer & Marilyn Matchette
NAUG Public Domain Librarians

New Public Domain Disks: Business and Real Estate Templates by NAUG member Louis Vincenti

This month we will describe three disks of useful AppleWorks spreadsheet templates developed by Louis Vincenti of Atascadero, California. The disks contain "Easy Accountant", an AppleWorks accounting system for personal or small business use, "Quick Planner" and "Product Pricing", two templates that help with business decisions, and "For Sale By Owner", a real estate disk to help you price, advertise, and sell a property. All three disks contain excellent documentation in AppleWorks files.

Easy Accountant

Easy Accountant is an AppleWorks spreadsheet application that manages the ledger of an individual or a small business running on a cash-basis accounting system. Easy Accountant lets you enter all receipts and expenditures for each monthly period and prints a Monthly Report, a Year-To-Date Report, and a Detailed Journal Listing Report.

Unlike double-entry bookkeeping, the Easy Accountant books are simple, "single-entry" journals. This means that only one entry is made for each transaction. The advantage of a single-entry system is its simplicity. However, it will not provide a complete record of your assets, equipment, inventory, outstanding loans or other liabilities. For most individuals and small businesses, a single-entry system of accounts will provide the basic information you need to run your business and prepare your tax return.

Easy Accountant is a well designed, useful set of templates.

Business Planning

The second disk includes two spreadsheet templates designed to help with "what if?" business planning. The "Quick Planner" and "Product Pricing" templates on this disk should interest anyone involved in predicting profits, setting prices, or doing financial planning for a small business.

"Quick Planner" presents two pages of questions about your business and your business assumptions. The template produces four pages of output based on your answers to these questions. One page is an Annual Statement of Operations including a summary of your income, costs, gross profits, taxes, and after-tax profits. That page also includes key ratios and statistics such as your personal hourly labor rate and your estimated personal income tax. A second page presents statistical data for up to three different product lines. Two additional pages break down the data for individual product lines.

The first page of the "Product Pricing" template asks a series of questions related to the costs of materials, labor, overhead, production time, profit markup, and your estimated monthly production. The following two pages contain calculated output, including your production costs per unit, for up to three products; your retail sale price per unit, profit per unit, and an annualized statement of operations.

Real Estate Templates

"For Sale by Owner" consists of seven templates in addition to a documentation file. The

(continued on the next page)

Public Domain Update...

templates include "Property Profile" (to help you prepare a description of your property), "Appraisal" (to help you compare your property with other properties on the market and to help you price your property), "Fix It" (a checklist to help you prepare for an open house), "Purchase Agreement" (a buyer/seller agreement form), "Loans" (three utilities to help answer buyers' questions about financing), and "Seller Net" (to calculate your net proceeds from a sale).

The "For Sale by Owner" templates are excellent and should be in the disk library of any NAUG member considering selling or buying a home.

How to Order

These disks are available at the usual NAUG Public Domain prices; \$6 for the first disk and \$4 for each additional disk ordered at the same time. Ask for "Easy Accountant", "Business Planning", or "For Sale by Owner".

Our thanks for Mr. Vincenti. These disks are typical of his excellent work and we look forward to more offerings in the future. ■

Quick Tips

Save your Old Copies of AppleWorks

Here's a tip from the Open-Apple newsletter:

Version 2.0 of AppleWorks inserts a carriage return at the end of every line when you save a word processor document as an ASCII file. If you transfer your files to another computer or to a bulletin board, you will probably have to delete those RETURNs after your file is transferred.

You can avoid that problem by keeping an older version of AppleWorks handy. Use that version when you want to convert an AppleWorks file into ASCII on disk.

If you are transferring your file to a Macintosh, you should get a copy of the public domain program "Macify" from your local Macintosh Users Group. Macify deletes the RETURN at the end of every line while saving the RETURN between paragraphs. It also replaces the quotation marks ("...") and apostrophe (') with printer's quotes ("...") and with a printer's apostrophe ('). ■

Second NAUG Disk Available

The second NAUG public domain disk is complete and is available from our library. The disk, entitled "HOME 01", contains ten templates and ten documentation files. Files on the disk include submissions by members and templates developed specifically for this disk.

The disk includes spreadsheets templates which...

- amortize short and long-term loans.
- help determine the true cost of a car.
- reconcile your checkbook.
- help with a home budget.
- help you track your net worth.
- contain popular recipes and a way to adjust the size of each batch to the number of servings needed.

And three data base files:

- a data base to help you find Prevention Magazine articles.
- two data base templates; one to help keep track of personal books and magazines and another for videotapes.

As with all public domain disks, you have the right to copy and distribute the public domain files.

You can order the HOME 01 disk from NAUG. Send \$6 for the first disk in your order and \$4 for each additional disk.

Pinpoint Desk Accessories: An Update

by Cathleen Merritt

Pinpoint Publishing Company offers a series of "pop-up" desk accessories that add features to AppleWorks. The Pinpoint accessories let you stay in the AppleWorks "environment" when you want to use a calculator, print envelopes, merge graphics into documents, maintain an appointment calendar, communicate with an information service or bulletin board, or check for spelling and typographical errors.

Some users find the communications module reason enough to add the Pinpoint Desk Accessories to their system. Imagine capturing documents from Compuserve or the NAUG board, saving them on disk and loading them directly

into AppleWorks without converting them to and from ASCII files. Using the Desk Accessories, all that can be done without "quitting" AppleWorks. (That's how I capture letters and notes downloaded from the NAUG bulletin board for inclusion in the *AppleWorks Forum*.)

Installing Pinpoint Accessories

Obviously, the Pinpoint accessories add functionality and flexibility to AppleWorks. However, integrating such a powerful set of accessory programs into the AppleWorks environment has its traps, particularly when you consider that there is no longer a single edition of AppleWorks. There are different versions of the pro-

gram, and each version exists in many forms. For example, there is (1) AppleWorks 1.3 or 2.0 as it comes out of the box, (2) AppleWorks enhanced to work with an expanded memory card, or (3) AppleWorks enhanced with "macro" software. The number of combinations of AppleWorks, desktop expansion software, and macro programs continues to expand.

The proliferation of AppleWorks alternatives forces you to follow a carefully defined sequence if you want to install Pinpoint on a modified AppleWorks disk. (See "Sequence to follow when installing Pinpoint products" for advice from Pinpoint about the correct sequence to follow.)

Once you've installed the program you can follow the directions that appeared in the Feb-

(continued on the next page)

Sequence to follow when installing Pinpoint products

1. Make a new copy of your *original* AppleWorks program disk.
2. If you use AppleWorks with an expanded memory card, use the desktop expansion software that came with your card to enhance AppleWorks.
3. Install the Pinpoint Spelling Checker onto the Pinpoint Desktop Accessories disk.
4. Install Key Player onto the Desktop Accessories disk.
5. If you have the Modem Enhancement Kit and want to change the communication module defaults, boot up the Modem Enhancement Kit disk now and make those changes.
6. Boot up the Desktop Accessories disk and change the "Standard Location of Accessories" (selected from the configuration menu) to the name of the disk or device on which the accessories will be located. Pinpoint always checks /RAM, so if you have an Applied Engineering card configured as a RAM disk you will not have to change the "Standard Location" setting. However, if you have a Checkmate Technology expanded memory card configured as a RAM disk, you should copy the accessories onto that RAM disk and set the standard location to be /MRAM (that's the name the Checkmate software automatically assigns to your RAM disk).

AppleWorks Add-ons: Pinpoint

ruary and March issues of the *AppleWorks Forum* on how to set up an auto-boot disk. Those articles tell how to configure an auto-boot startup disk that lets you load AppleWorks, the Pinpoint Desktop Accessories (including the Spelling Checker dictionary), and Key Player onto your RAM disk. Now you can work all day without leaving AppleWorks or rebooting your computer.

Hardware Requirements

The Pinpoint Desk Accessories will run on any //c, enhanced //e, or //Gs, but the program is more convenient if you have an expanded memory board in your computer and load the accessories onto a RAM disk. If you don't have a RAM disk or a hard disk system, you will have to swap floppy disks every time you invoke a desk accessory. In addition, the Spelling Checker is very slow when running on a floppy disk; don't plan to use the Spelling Checker unless you

Problems With Early Versions Of Pinpoint

Be alert for the following problems in early versions of Pinpoint (these have all been corrected in version 2.0).

1. Versions 1.0 through 1.2 do not work properly when used with an Apple //c and a serial-to-parallel printer converter box.
2. The GraphMerge function in Pinpoint does not handle page footers correctly. This problem was fixed in versions 1.2 or later.
3. The GraphMerge function in versions 1.0 and 1.1 of Pinpoint prints in the wrong proportional font at 10 cpi. If you want to print at 10 cpi with the GraphMerge option, select P2 to print 160 dots per inch and select font P1 to print 144 dots per inch.
4. Version 1.0 of Pinpoint does not handle rotary dialing or local calls correctly.
5. Versions 1.0 and 1.1 of Pinpoint do not work correctly with the print buffer option installed on a RamWorks card.
6. Version 1.0 of Pinpoint does not work correctly from MouseDesk or Catalyst 3.0.

have an expanded memory card or a hard disk.

New Features in Version 2.0

As mentioned in the December, 1986 issue of the *AppleWorks Forum*, Pinpoint version 2.0 contains a number of enhancements, particularly in the communications module. That module is now easier to configure, supports a wider variety of modems, and gives a much better screen display than earlier versions of the program.

The Latest Version

As of May 10, 1987, version 2.02 of the Pinpoint Desk Accessories is current. Version 2.02 includes changes to increase Pinpoint's compatibility with the //Gs computer. If you have a //Gs, you should upgrade to version 2.02; if you have an enhanced //e or a //c, get version 2.0 or later. Apple //e and //c owners with Pinpoint version 2.0, need not upgrade to 2.02.

Upgrade Policy

New purchasers of Pinpoint's Desk Accessories can upgrade to the current version at no charge for 30 days from the purchase date: Return your program disk and proof of purchase to Pinpoint Publishing, Box 13323, Oakland, CA 94661-0323. If you are not a new buyer, send them a check for \$10 with your original program disk.

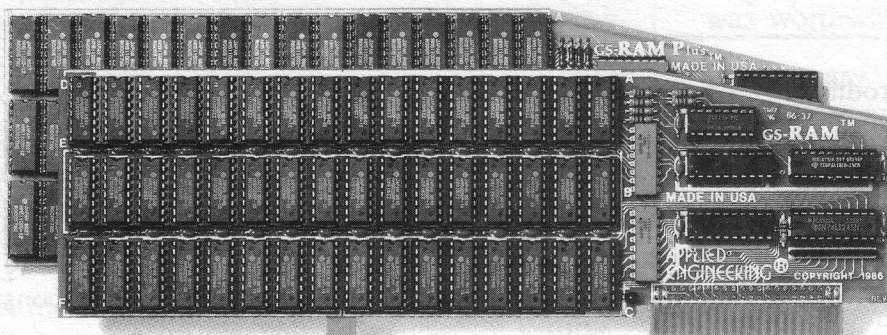
Package for 3.5 Inch Disk Users

If you're a new //GS user or use 3.5 inch disks on your //e or //c, Pinpoint offers an attractive package on a single 3.5 inch disk. The package includes the latest version of the Desk Accessories, the Pinpoint Spelling Checker, Key Player, and the RAM Enhancement Kit (a program that helps you load all the Pinpoint accessories into RAM). According to Pinpoint, a self-guided installation program on that disk eases the task of installing the desk accessories and Key Player onto your AppleWorks disk, but NAUG has not tested that program. List price for the separate programs is \$236; the package lists for \$149. Discounts are usually available on Pinpoint products from mail order dealers.

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GsRAM and GsRAM Plus are available now, allowing up to 8 MEG of memory expansion. That's 8 times the memory capacity of Apple's card and just look at the benefits that only GsRAM and GsRAM Plus have over Apple's card:

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- Has ROM expansion port
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- Made in USA

GsRAM for More AppleWorks Power

Only GsRAM and GsRAM Plus eliminates AppleWorks internal memory limits, increasing the maximum number of records available from 6,000 to over 25,000 and only GsRAM and GsRAM Plus increases the number of lines permitted in the word processing mode from 6,000 to over 15,000. And only GsRAM and GsRAM Plus offers a built-in printer buffer so you can continue using AppleWorks while your printer is printing. GsRAM and GsRAM Plus even expand the number of lines in the dipboard from 255 to 2047 and will auto segment large files so they can be saved on two or more disks. You can

even have Pinpoint or Macroworks and your favorite spelling checker in RAM for instant response. GsRAM and GsRAM Plus will even display the time and date right on the AppleWorks screen. Nothing comes close to enhancing AppleWorks so much.

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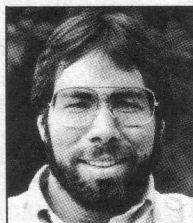
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We offer GsRAM in two configurations so you can increase your memory 256K at a time (GsRAM) or a megabyte at a time (GsRAM Plus). Both offer full compatibility, lower cost than other boards, and easy expandability. And both are extremely low in power consumption. A fully expanded GsRAM operates at only 375 ma, and GsRAM Plus at only 270 ma (even with 6 megabytes on board!)

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wholeheartedly."*

*Steve Wozniak, the creator
of Apple Computer*

With an optional piggyback card, you can expand GsRAM even higher than 1.5 MEG! (Other cards are only expandable to 1 MEG.)

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GsRAM Plus can be expanded up to 8 MEG with an optional piggyback card.

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GsRAM with 1.5 MEG	\$379
GsRAM with 2-8 MEG	CALL
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A Review of SchoolWorks

by Brian Theil

K-12 MicroMedia Publishing produces "SchoolWorks", a collection of more than one hundred AppleWorks templates designed to ease some of the clerical work faced by educators. SchoolWorks consists of three double-sided disks, each containing more than thirty templates. The disks are sold separately as "SchoolWorks: Office", "SchoolWorks: Teacher", and "SchoolWorks: Athletic Director". Each disk contains AppleWorks word processor documents that explain the templates on each side of the disk and help you start using those templates.

There are too many templates in the collection to be described individually in this review; I will only mention some of the templates on each disk.

SchoolWorks: Office

"SchoolWorks: Office" contains forty-one templates that help with typical school office record keeping tasks. One template is a daily calendar developed around the data base module. This template keeps track of appointments on an hourly basis. A secretary, building principal, or guidance counselor might keep this template on his/her AppleWorks desktop for immediate reference throughout the day.

"SchoolWorks: Office" also contains a template for recording the results of teacher, administrator, or student evaluations, a data base template to help keep student records, and a facilities management template to track the use of rooms and other facilities in your school.

The disk also contains a series of five financial templates to help manage school accounts. These include a ledger for recording transactions, a data base checkbook template, and a spreadsheet template to provide year end reports.

SchoolWorks: Teacher

The disk entitled "SchoolWorks: Teacher" contains thirty-six templates and two documentation files. Most of the templates are designed to be used during the instructional process or to help with a teacher's record keeping responsibilities.

The instructional templates include: (1) "Genealogy", a data base file that helps students understand their family histories, (2) "Life List", another data base that helps students keep track of animal sightings, (3) "Mathdrill", a clever application that drills students on the four basic math operations, and (4) "States", a data base template that helps students learn about the fifty states.

The record keeping templates include two different gradebooks, a lesson-plan maker, a progress report template, and an address template.

Another useful series of templates helps with test construction. There are templates for essay tests, matching tests, and multiple choice tests. This disk also contains a bar graph maker. It is rudimentary, but it does produce a bar graph from the spreadsheet module.

Overall, I find the record keeping templates on the "SchoolWorks: Teacher" disk to be the most generalizable and useful. The primary value of the instructional templates is to help the teacher generate some ideas for computer applications in the class. However, those particular instructional templates appear to be of limited utility.

SchoolWorks: Athletic Director

The "SchoolWorks: Athletic Director" disk contains 25 templates, plus the associated documentation files. These templates should be useful to coaches and others involved in school or

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club sports events. As much as possible, K-12 appears to have kept the need for generalizability in mind as they developed these templates. The models aid in keeping team rosters and statistics for all major school sports. One template even helps print tickets for athletic events. I am concerned about the usefulness of the statistics templates on this disk; most coaches I know have strong feelings about how performance data should be maintained. I am uncertain they would adopt (or adapt) these statistics templates.

Documentation

The documentation for "SchoolWorks" is helpful. It lists all the templates and gives a brief description of each template. The documentation also includes instructions for using the AppleWorks program and some time-saving hints and short-cuts to try while using the templates.

Conclusion

With a total of over one hundred templates in this three disk collection, there is something for everyone. As you would expect in such a wide variety of templates, there is great variability in

their complexity, sophistication, and utility. While some templates are easy to understand and use, the more complex models will take some time and effort. Overall, the time I spent was worthwhile.

In summary, the "SchoolWorks" disks represent an extensive collection of potentially useful AppleWorks templates. While no single template has the sophistication and impact of powerful packages like the ZipFile templates from Petit Design, these templates are well designed, functional, and easy to understand. The templates represent a good value and should find many applications in the school setting.

[The SchoolWorks templates cost \$55 for 1, \$99 for any 2, and \$125 for all three disks. They are available from K-12 MicroMedia, Dept. TH, 6 Arrow Road, Ramsey, New Jersey 07446. Telephone (800) 922-0401.]

[Brian Theil, a graduate of the Educational Technology program at Eastern Michigan University, is a compensatory education teacher in the Taylor (MI) Public Schools.]

Corrections / Clarifications

Hal Heidtman's article, "Creating Auto-boot Disks for RamWorks Cards", in the March issue of the *AppleWorks Forum* describes how to prepare an auto-boot disk. An auto-boot disk automatically configures an expanded memory card as a RAM disk and loads AppleWorks and other programs onto that card.

You must have version 5.3 of the AppleWorks Super Desktop Expander program to create your own auto-boot disk for RamWorks or RamFactor cards. If you have an earlier version of the Super Desktop Expander, you can get version 5.3 from a local vendor at no charge. Alternatively, (1) you can send \$10 to Applied Engineering for the latest version of that disk, or (2) you can purchase RAMUP from Quality Computers. (RAMUP creates an auto-boot

disk and adds additional features to help you operate with multiple programs on a RAM disk. A review of RAMUP appeared in the May 1987 issue of the *AppleWorks Forum*.)

If you're using version 2.0 of AppleWorks, you also need the AppleWorks 2 Expander from Applied Engineering. That disk lets you take full advantage of your RamWorks or RamFactor card. If you are using AppleWorks version 2.0, you should enhance AppleWorks with the AppleWorks 2 Expander (whether or not you set up an auto-boot disk or use RAMUP).

Both the Super Desktop Expander and AppleWorks 2 Expander are shipped with current versions of the RamWorks and RamFactor cards.

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